

Allocation Handbook



**STATE OF IDAHO
OUTFITTERS & GUIDES**



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ATTACHMENTS

IDFG Rules

1.0 ACRONYMS

IDFG	Idaho Department of Fish and Game
IOGA	Idaho Outfitters & Guides Association
IOGLB	Idaho Outfitters & Guides Licensing Board
NR	Non-resident
OF	Outfitter
R	Resident

2.0 DEFINITIONS

Allocation – The process whereby the IOGLB determines through qualified outfitter business historic use, the number of tags that are available for use by guided clients. IOGLB allocation is calculated from historic use figures after the IDFG Commission has restricted the number of tags in a specific management zone or area.

Capped Zone – A zone that has gone from a general hunt opportunity to a restricted hunt opportunity, by F&G instituting a cap on the total number of tags available. Tags are available on a first come, first serve basis to the non-outfitted public, and through the allocated system for the outfitted hunter.

Controlled Hunt – A special hunt where the total number of tags or permits has been limited to a certain number as specified in the IDFG big game rules and where hunters are selected to fill those tags via the IDFG lottery system.

Designated Agent – An individual who meets all qualifications for an outfitter's license who is employed as an agent by any person, firm, partnership, corporation, or other organization or combination thereof that is licensed by the Board to operate as an outfitter and who shall, together with the licensed outfitter, be responsible and accountable for the conduct of the licensed outfitter's operations. The name of each designated agent employed by an outfitter shall appear on the outfitter's bond. A designated agent may act as a guide if he possesses the qualifications of a guide as determined by the Board.

Exchanged – The process whereby an outfitter takes in a regular deer or elk tag purchased by a hunter and exchanges it for an outfitted tag for the same hunt area.

General Allocation – An allocation of tags in a general hunt area or zone where the total number of tags has been restricted.

Historic Use – The use record of an outfitter that is arrived at by averaging the number of hunters that outfitter has provided services for in a given area or hunt unit over the past 5 years.

IOGLB Cut off Date – Date initial zoned allocation vouchers are void, access of remaining vouchers are through IOGLB only. (see Calendar)

Lottery – A drawing for permits or tags for a hunt area that has been limited to a certain number.

Non-resident – Any person who does not qualify as a resident.

Non-resident Tag Quota – A certain number of tags are reserved annually for sale to non-residents on a statewide basis. This number is established and administered by the IDFG.

Set-aside Tags – A specific number of the general non-resident deer and elk tag quota (up to 25%) are set aside for the clients of outfitters through June 30. This number is established by and administered by the IDFG.

Outfitter – An individual, corporation, firm, partnership, or other organization or combination thereof that meets the criteria as set forth in Idaho Code 36-2102(b), as has

further met the required qualifications as prescribed in the Rules to conduct an outfitting business in Idaho.

Outfitter Allocated Tags – A certain number of tags are allocated for clients of outfitters in each restricted zone based upon past outfitter use. The number of tags for each area is set by the IDFG and the distribution to individual outfitters is determined by the IOGLB.

Recap – A year-end statistic on all allocated tag activity, both general capped zone allocation and controlled hunt allocation for the previous season. An accounting of the outfitters overall activity that summarizes exactly how many of the original allocation was used, surrendered, and traded. The outfitter will fill out a recap form in December for the previous year, and return the completed form to IOGLB no later than January 31. The totals are recorded for historical use.

Resident – A person who qualifies for a resident hunting license as provided for by IDFG rules and Section 36-202(r) Idaho Code.

Restricted Zone – An area or zone including one or more hunting units where hunting opportunity has been determined by the IDFG.

Surplus Pool – Those tags remaining in a zone after the average use for an outfitter has been established and allocated. This will be held at the Board for distribution upon request.

Surrendered – When an outfitter cannot use all his/her original allocation the unused portion must be surrendered back to IOGLB prior to the Board Cut-off Date (see Calendar). The surrendered vouchers utilized prior to the Board Cut-off Date, will be credited as use by the surrendering outfitter. Surrendered vouchers utilized after the Board Cut-off Date, will be credited as use by the utilizing outfitter. The surrendered vouchers will be redistributed in chronological order by IOGLB upon request from eligible outfitters within the zone.

Tag – The tag or permit issued by the IDFG to entitle a hunter to hunt a specified game animal in a specified area.

Tag Allocation Factor – The figure percentage used to determine the number of tags an outfitter is eligible for in a given zone or hunt area. This figure is arrived at by dividing the historic use figure of an outfitter by the total of the historic use figures of all outfitters in the specific zone or hunt area.

Validated Tag – A tag purchased outside the allocated pool that has been certified by IOGLB to be valid, due to the fact that no exchange was possible.

Voucher – A document that includes a sequence number, the name of the restricted zone, and expiration date, issued to outfitters within a restricted zone entitling them to purchase allocated tags at Regional F&G Offices. Vouchers are issued by IOGLB to eligible outfitters according to their original allocation totals no later than December 1. The original assigned vouchers expire on the Board Cut-off Date (see Calendar).

Voucher Waiting List – A list that an outfitter may request to be placed on once all his or her original allocation is used. Released or unused vouchers will be re-assigned to the outfitters on the waiting list on a first come first serve basis.

Zone – An area or zone including one or more hunting units as defined by IDFG.

Zone Tag – A tag as specified above that is restricted to use in a specific zone only.

NOTE: Both set aside and allocated tags are for use by the outfitted public (clients of outfitters), not personal use (immediate family and/or employees) by outfitters/guides.

3.0 IOGLB - OUTFITTER - ALLOCATION AND CONTROLLED HUNT CALENDAR

DECEMBER	JANUARY
<p>IDFG begins selling <u>nonresident</u> deer and elk tags on Dec 1.</p> <p>Zoned Allocation vouchers are available from IOGLB to eligible outfitters starting on December 1. Outfitters within a restricted zone can begin purchasing Zoned Allocated Tags at Regional F&G Offices using Zoned Allocation Vouchers.</p>	<p>Begin Recap from previous year</p> <p>Recalculate use in controlled hunts and in capped hunts, which qualify, i.e. those having five-years of historic use since inception and in subsequent 5-year periods thereafter.</p>
FEBRUARY	MARCH
<p>IOGLB prepares for a new hunt by gathering and researching data after being informed by IDFG.</p> <p>IOGLB finalizes area changes identified the previous April by IDFG and area caps announced the previous October by IDFG with individual outfitters.</p> <p>IOGLB Board Meeting – Last part of month</p>	<p>IDFG determines area changes and new hunts for upcoming year.</p> <p>Communication between IOGLB and IDFG regarding controlled hunts for upcoming year</p> <p>IOGLB request from IDFG any proposed changes from previous year regulations and hunt boundaries</p>
APRIL	MAY
<p>IOGLB receives area changes and new hunt areas from IDFG for upcoming year and assigns Zoned and Controlled Hunt allocation based on historical use.</p> <p>IOGLB distributes pre-numbered certificates to outfitters in controlled hunt areas based on above allocation amount.</p> <p>IOGLB Board Meeting – Last part of month</p>	<p>IDFG controlled hunt applications for deer and elk close May 31.</p> <p>Voucher requests will be accepted until the 3rd Wednesday in May for all zoned allocation. Beginning June 1st, vouchers will be available by request on a first come/first serve basis from IOGLB.</p>
JUNE	JULY
<p>The individual outfitter zoned allocation will be protected until June 1</p> <p>Unused vouchers may be released to IOGLB by the corresponding outfitter at any time prior to the 3rd Wednesday in May, for distribution in order to receive credit.</p> <p>IOGLB Board Meeting – Last part of month</p>	<p>IDFG lottery results available no later than July 10.</p> <p>IOGLB exchanges names of selected outfitter controlled hunt applicants to outfitters and outfitter name to selected controlled hunt applicants by July 31.</p>

AUGUST	SEPTEMBER
<p>IDFG begins selling resident deer and elk tags on August 1.</p> <p>IDFG regulation states, "All successful outfitter controlled hunt applicants must hunt with a licensed outfitter and purchase the permit and tag by Aug. 20. Unsold permits and tags after August 20 will be available to the appropriate Outfitter to market.</p> <p>Every outfitted client with a tag purchased prior to August 1, within a restricted zone applicable to allocation, must possess a non-resident (NR) outfitted tag or a "validation" from IOGLB.</p> <p>An outfitter booking clients, <u>after having exhausted his/her individual allocation of outfitted tags while tags are remaining in the outfitted and non-outfitted pool</u> must attempt to obtain an outfitted voucher before accessing the non-outfitted pool. If a tag is purchased from the non-outfitted pool prior to August 1, it must eventually be exchanged or validated.</p> <p>Tags purchased <u>prior to August 1</u>, from the non-outfitted pool by all outfitted clients that <u>book after total zone sell-out</u> will be "validated" by IOGLB upon notification by an outfitter.</p> <p>Outfitters with clients who <u>possess tags purchased prior to August 1</u>, that are not identified "NR Outfitted" or "Validated", will be subject to disciplinary action by IOGLB.</p> <p>IOGLB board meeting – Last part of month</p>	
OCTOBER	NOVEMBER
<p>IDFG commission decides caps for allocated units.</p>	<p>Process begins for upcoming year</p>

4.0 GENERAL INFORMATION

4.1 OUTFITTER

An Outfitter is any individual, firm, partnership, corporation, or other organization or any combination thereof who offers professional services in this state and who provides facilities, equipment, and services as advertised or as agreed upon between the outfitter and the client.

An outfitter license is not required of any individual, group, corporation, or club, which limits its services to a membership or an organization that does not offer services to the general public. A group, corporation, or club formed to solicit participation from the general public and to provide services on a guided and/or paid basis beyond a sharing of expenses shall be required to be licensed.

4.2 COMPLIANCE WITH LAWS

All licensees must comply with all local, state, and federal laws; they must at all times cooperate fully with private landowners, public land management agencies, and/or stockmen and respect their rights and privileges; they must advise clients of all applicable conservation and game laws and must not condone or willfully allow their violation; they must report all violations to a law enforcement officer. In instances where violations of local, state, or federal laws have occurred, such violations will be handled in accordance with the following discretionary criteria:

Violations: An applicant who has never held an outfitter or a guide license and who has been convicted of a violation of local, state, or federal law may be required to appear before the Board. Each such conviction will be appraised and a decision to approve or deny the application will be based upon the nature and the circumstances of the violation.

Examination by IOGLB: When a license holder is convicted of a violation of local, state, or federal law, the IOGLB will examine the nature of the violation and the circumstances to determine whether or not a hearing shall be held for the purpose of restricting, suspending or revoking the outfitter or guide license or imposing an administrative fine for any violation. Any such violator may be required to appear before the IOGLB before a license will be issued for the following year.

Notification: If you have received a conviction, withheld sentence, forfeiture or denial, you must attach an explanation, including the year and location of such, to the application.

4.3 State or Federal Permits

Outfitters wishing to operate on state or federally managed lands or waters must have a current state license issued by IOGLB and a current state or federal permit issued by the appropriate state or federal agency to operate. Typically, state or federal permits are issued by state or federal agencies in conjunction with the issuance of an IOGLB licenses. IOGLB coordinates license activities with state or federal agencies but cannot control state or federal permitting processes.

4.4 Land Owner Agreements

Outfitters wishing to operate on privately held lands or waters must have a deed of trust showing ownership or a current lease agreement with the landowner on file with the Board in conjunction with a signed Private Land Manager's Statement (OG-10), a map of the operating area and hold a current IOGLB license for the private lands.

5.0 IOGLB POLICY FOR ADMINISTERING ALLOCATED TAGS

5.1 GENERAL ALLOCATION – ZONED & CONTROLLED

1. It shall be the policy of the Board that the number of deer or elk tags allocated to each outfitter among the authorized operating areas within each game management Zone or Hunt Area will be determined by the Board pursuant to Sections 36-408(3) and 36-408(4), Idaho Code. The allocation shall be based on the previous five (5) years of tag use unless the Board grants an exemption from a year or years based on hardship or other extenuating circumstances as determined by the Board.
2. The Board will, through outfitter use records, establish the “annual average number of allocated tags used”, specific to tag type in each Zone or Hunt Area, for each outfitter during the previous 5-year period. Factor Formulas will only be necessary initially and upon readjustments of overall numbers within capped Zone or Hunt Areas. Factor Formulas will not be utilized in determining allocations after the original calculation process necessary during the initial transition from a “General Opportunity Hunting Zone or Hunt Area” to a “Restricted/Reduced Opportunity Hunting Zone or Hunt Area”. The tag allocation factor shall be noted on the license of each outfitter so affected; or,
 - a. The total of historical use tags for each outfitter shall be divided by the total number of historical use tags for all outfitters in that Zone or Hunt Area to determine a percentage of the total as a “tag allocation factor” for each outfitter. The number of all tags available in the Zone or Hunt Area shall then be multiplied by the tag allocation factor for each outfitter in that Zone or Hunt Area to determine the actual number of tags allocated to each outfitter.
3. At the discretion of the Board and based on the circumstances at the time, the Board may allocate tags based on the number of tags set by the Department of Fish and Game for that Zone or Hunt Area for the year, divided by the total number of historical use tags for all outfitters for the Zone or Hunt Area. The resulting number, including a fractional percentage calculated to four (4) decimal points, i.e. thousands of a percent, if applicable, shall be applied to each individual outfitter’s average number of historical use tags for that Zone or Hunt Area to determine the number of tags for each outfitter for that year.

5.2 UNUSED OR UNSOLD TAGS

1. Tags which are unused due to unsold tags, buyer return, vacated or abandoned areas, loss of license or loss of landowner sign off, fire, death or illness, new buyer or are otherwise unused by an outfitter or outfitters in a Zone or Hunt Area, shall be reported to the Board by the Board Cut-off Date (see Calendar) of the game license year. After that date, they may be redistributed back to the outfitters who have a deer or elk outfitting business located in that Zone or Hunt Area that year. The tags shall be available for use in that Zone or Hunt Area, for that year, to the remaining outfitters in that Zone or Hunt Area. This will be done using the original allocation for that Zone or Hunt Area, recalculated minus the tag allocation factor of the outfitter who had not used the original tag, or on a basis as otherwise approved by the Board. Sales of businesses shall include the right of the buyer to the tags of the selling outfitter unless they are unclaimed by the buyer, in which case the unused tags will be distributed as above. Sale of an allocated tag by one outfitter to another outfitter shall be considered unethical and unprofessional conduct.

5.3 BUSINESSES WHICH ARE SOLD

1. Tag allocations of outfitter businesses which are sold and which cover more than one Zone or Hunt Area shall be transferred to the purchasing outfitter in each Zone or Hunt Area in which the operating area is located. The historic use and the established voucher allocation transfers to the buyer with the outfitting business in the event of a sale.

5.4 VACATED OR ABANDONED AREAS

1. Vacated or abandoned areas that are preserved and licensed to a new outfitter shall keep the original allocation of the original outfitter area after the area is licensed to a new outfitter. Tag allocations assigned to permanently vacated or abandoned areas may be divided among existing outfitters in the Zone or Hunt Area. The reallocation may be based on hardship or other extenuating circumstances as determined by the Board.

5.5 DIVIDED AREAS

1. On a temporary basis until the areas are reassigned, tag allocation may be divided using the established tag allocation formula for the Zone or Hunt Area. Tag allocations of areas that are divided among existing outfitters shall go to the outfitters in the same Zone or Hunt Area using factors to be determined by the Board.

5.6 PARTIAL TAG ALLOCATIONS (NUMBER OF TAGS NOT A WHOLE NUMBER)

1. If the calculated number of tags is not a whole number, the number of tags allocated shall be rounded up to the nearest whole number if the decimal portion is .5000 or higher. If the calculated number of tags is not a whole number, the number of tags allocated shall be rounded down to the nearest whole number if the decimal portion is lower than .5000. If a tag or tags are unable to be allocated on this basis, the tag or tags shall be allocated to the outfitters or to a class of outfitters in that Zone or Hunt Area on a random lottery basis.

6.0 CAPPED ZONE PROCEDURE

1. The Board will hold the corresponding number of vouchers for the specific use of each outfitter until the Board Cut-off Date. Vouchers will be accessed through contact with IOGLB following either a written or an electronic message process that will be established by the Board. Vouchers will be issued immediately upon request by the qualifying business specific to the Outfitter License. The outfitter must provide the name of the client and zone and tag type, as the voucher will be activated specific to that client. Those vouchers not utilized for the corresponding client must be returned to IOGLB (or an affidavit certifying the loss) before a replacement voucher can be issued.
 - A. Vouchers will be in two parts, body and stub.
 - B. The body will be given to the IDFG Regional Office and returned to IOGLB on a weekly basis.
 - C. The outfitter will keep the stub.
 - D. IOGLB staff will document reported voucher use.
2. Individual outfitter allocation will be protected until the Board Cut-off Date (see Calendar).
 - A. The Board will hold the corresponding number of vouchers for the specific use of each outfitter until the Board Cut-off Date. The balance of tags available within the Zone in

excess of the “total average use” will be available to all outfitters within the Zone after they have utilized their specific “allocation” that was based on their average use during the previous five years. After the Board Cut-off Date, all remaining voucher/tags in the “surplus pool” will be available to all qualified outfitters within the Zone on a first come/first served basis unless the previously established policy of limiting vouchers per request is applied. (Allocation Handbook; Page 11, Number 6).

- B. IOGLB will verify with the Idaho Department of Fish and Game the remaining outfitter allocated tags available in each specific zone prior to the issuance of additional tag requests that have been placed on the waiting list. (The waiting list applies only to the zones that do not have a surplus or after the surplus has been exhausted).
3. The IOGLB staff will maintain a "Voucher waiting list" when there are no vouchers available to service requests within a zone that does not have a current surplus pool or those where the surplus has been exhausted.
 - A. The requests will be serviced in chronological order.
4. Additional vouchers may be obtained from another outfitter within the zone prior to the Board Cut-off Date. This only applies to zones that do not have a current surplus pool or if the surplus pool is exhausted.
 1. When the surplus pool is exhausted prior to the “Board Cut-off Date”, an outfitter can release a tag to another qualifying outfitter within the zone, by verifying the release to IOGLB in writing or by electronic message. The receiving outfitter will then follow the Board procedures by requesting the released voucher from the IOGLB staff in writing and providing the name of the client, zone and tag type. The recorded use will be credited to the releasing outfitter.
5. After the Board Cut-off Date (see Calendar), all vouchers will be available by request on a first come/first serve basis from IOGLB. (Applies to all zones)
 - A. Voucher requests must be accompanied by the client's name that will be applied specifically to the voucher.
6. At IOGLB's discretion, a cap may be placed on the number of vouchers available per request based on tag availability.
 - A. Client names relative to the requested vouchers will be placed on the list.
 - B. When there are less than 50 tags available in a zone, a limit of additional tags per request may be imposed by the Board. This limit would be a maximum of 20% of available tags at any one time. Under minimal circumstances, this limit will include at least two tags. There will also be a limit of one request per 24-hour period. Prior to any subsequent requests, the outfitter must show proof of use of the voucher either by copy of license or tag.

Surplus Avail	20%
49	9
40	8
32	6
26	5
21	4
17	3

14	2
12	2
10	2
8	1(2)
6	1(2)
4	1(2)
2	1(2)

7. The following process will be used when a limit is placed on the number of vouchers per request.
 - A. If vouchers are available, requests will be issued up to the limit. The balance will be placed on a voucher waiting list.
 - B. The issued vouchers must be used before additional requests are serviced.
 - C. Client names relative to the requested vouchers will be placed on the list.
8. An adjustment to individual outfitter allocation relative to actual voucher use will be conducted at five-year intervals or upon an overall change in allocated tags available within a zone, or controlled hunt unit. The factor formula will be used only with those zones that do not have a surplus pool.
9. "IOGLB Cut-Off Dates" may change based on industry input or at IOGLB discretion.
10. Every outfitted client with a tag purchased prior to August 1, within a zone restricted by allocation, must possess a non-resident (NR) outfitted tag or a "validation" from IOGLB.
 - A. It is the responsibility of an outfitter to "exchange" non-outfitted tags purchased by their clients to outfitted tags prior to sell-out of that outfitter's allocated "outfitted" tags.
 1. To make this exchange, present the non-resident tag accompanied by a voucher, to the regional IDFG office.
 2. Resident client use will be credited to an outfitter by presenting the client name and license number, accompanied by a voucher, to the regional IDFG office.
 - B. An outfitter booking clients, after having exhausted his or her individual allocation of outfitted tags while tags are remaining in the outfitted and non-outfitted pool must attempt to obtain an outfitted voucher before accessing the non-outfitted pool. If a tag is purchased from the non-outfitted pool prior to August 1, it must eventually be exchanged or validated.
 1. If the client has already purchased a tag (prior to Aug. 1), the tag must be "exchanged" or "validated".
 2. Vouchers may be obtained from IOGLB if available or from another outfitter within the zone following the procedures outlined above.
 - C. Tags purchased prior to August 1, from the non-outfitted pool by all outfitted clients that book after total zone sell-out will be "validated" by IOGLB upon notification by the outfitter.
 1. The reason for validation is to certify that the tag was purchased legitimately.
 2. Notification will include name, license and tag number.

3. Notification will be sufficient to service the client. A standard form letter of "Validated Tag Purchase" containing the client's information will be immediately provided to an outfitter.
 - D. Validated tags will not accrue toward an outfitter's allocated use record, but will be included in overall use records for possible future historic use calculations.
11. Validation criteria includes:
- A. Tags must be purchased prior to August 1.
 - B. Tags purchased after an outfitter's individual allocation is exhausted and a voucher could not be obtained for the following reasons:
 1. Outfitter could not obtain a released voucher from another outfitter.
 2. The Board had no released tags available,
 3. An outfitter placed his/her name on a "voucher waiting list" without success.
 4. Client purchased tag prior to August 1, and then booked after "Outfitted Pool" was exhausted or "Turned-back".
12. Outfitters with clients who possess tags purchased prior to August 1, that are not identified "NR Outfitted" or "Validated", will be subject to disciplinary action by IOGLB.
- A. Outfitters may petition the Board for exemption from this policy on a case-by-case basis for specific activities. These are activities of a "drop in" nature, incidental to the business or activities deemed beyond the scope of outfitting.
13. Tags purchased after August 1st
- A. Tag does not require validation from IOGLB.
 - B. Tags are only available on a first come, first serve basis.

7.0 OUTFITTER CONTROLLED HUNT PROCEDURES

Outfitter controlled hunt allocation will be determined by the same methodology as the allocation for general capped zones. This will be by established by historic use.

Prior to submitting an application for an outfitter allocated controlled hunt, applicants must have a written agreement with an eligible outfitter licensed in the hunt area. Successful applicants of an outfitter allocated controlled hunt must hunt with an eligible outfitter licensed for the hunt area. The outfitter must purchase the successful applicant's permit and tag by August 20. Successful applicants authorize the Department to provide names and addresses to the outfitter(s) licensed for that controlled hunt.

The outfitters should explain to their clients who apply for controlled hunts that it is a lottery and they may not be successful.

All controlled hunt applications must be submitted in accordance with the rules and deadlines of the Idaho Fish and Game Dept.

All controlled hunt tags not picked up by August 20 will become void. After that date, the unused tags will be available to the outfitter for which they are valid to market at their discretion.

IOGLB staff will issue certification forms to the outfitters that have established a past record of use in a controlled hunt area for which they are eligible. These certificates will be turned into the IDFG office at the time the tag is purchased for the controlled hunt.

Certificates issued to outfitters for controlled hunt tags will be numbered and contain printed on them the hunt number for which they are valid. Certificates will be mailed to the outfitters by May 15. One copy of the certificate will be kept on file at IOGLB.

IOGLB will send lists of successful outfitter controlled hunt applicants to appropriate outfitters and lists of appropriate outfitters to successful controlled hunt applicants by July 31. The names of the successful applicants will be available on the IDFG website no later than July 10.

8.0 RECAP PROCEDURES

In January of each year, IOGLB begins its annual accounting of capped zone and controlled hunt allocated voucher activity. Our goal is to produce a detailed, permanent record of overall voucher activity for the previous year. Each year IOGLB sends each affected outfitter a recap form that shows voucher use that has been determined through IOGLB and IDFG records. The outfitter is expected to review the recap information provided and sign the form if they agree with the figures provided by IOGLB and IDFG records. If the outfitter agrees with the figures provided, they sign the form and send it back to IOGLB indicating that they confirm these figures. If they do not agree with the figures provided in the form, they are to make the necessary changes directly on the form provided by crossing out the incorrect information and filling in the figures that they believe are correct. The change must be initialed and documentation provided to IOGLB that proves the change is legitimate. The form and additional documentation must be returned to the IOGLB no later than February 12th of each year.

- Total Authorized Allocation
- Zone
- Total Tags Used
- Total Tags Exchanged
- Total Surrendered

The complete, signed recap form can be completed manually and returned by Fax (208.327.7382) or mail.

Remit completed reports to the attention of the Technical Records Specialist at the IOGLB office no later than February 12. This information will be presented to the Board at the February Board Meeting. Any questions can be directed to the Technical Records Specialist attention at: lreincke@oglb.state.id.us, or 208.327.7380.

Once this information is received, IOGLB enters the totals into a spreadsheet to create a detailed record of all allocated voucher activity produced in each affected outfitter's operation. These spreadsheets will be of use when IOGLB re-examines historic use.

NOTE: There is a separate form for both Zoned Elk Tag Allocation and Controlled Hunt Allocation. A separate form must be signed and submitted for each zone if the outfitter has both deer and elk allocation.

NOTE: Zoned allocation vouchers and controlled hunt certification forms for the upcoming hunting season will not be sent to the outfitter until the previous year recap forms are completed and returned to IOGLB staff.

9.0 ALLOCATION Q&A'S

1. What is the difference between allocated tags and set-aside tags?

Set-aside tags refer to those tags in the non-resident deer and elk pool that all clients of outfitters hunting in non-restricted zones can access before July 1 on a first-come, first-serve basis. Allocated tags are those accessible to clients of outfitters operating in restricted zones before August 1. As opposed to the set-aside pool, allocated tags are originally designated for use by a particular outfitting business.

2. Why is an IOGLB policy for administering allocated tags needed?

In accordance with Idaho statute and rule, the Idaho Fish and Game Commission determines the number of tags available for allocation by zone. It is the responsibility of the IOGLB to oversee their appropriate distribution to eligible outfitters within each zone.

3. How does the current policy differ from the guidelines that the Board established initially on allocation?

The updated policy incorporates a more defined set of procedures for accurately documenting the acquisition of tags by outfitters and also adjusts the timelines for when tags must be purchased. In addition, it contains policy on how they can be shared among neighboring outfitters, and what other options are available for optimum utilization of all allocated tags in a given zone.

4. How do I know what my tag allocation is?

Each outfitter will be notified annually (on or prior to Dec. 1) by the IOGLB if their allocation has changed and what their present allocation is. Vouchers will be issued according to each outfitter's individual allocation.

5. Can I book hunters who have acquired their tags from the non-outfitted pool in restricted zones?

Yes, but their tags purchased prior to August 1 will need to be converted to allocated tags. This can be accomplished by following these steps: FIRST, utilize any remaining vouchers in your individual allocation; SECOND, obtain surrendered vouchers from the IOGLB; and THIRD, contact another outfitter in your zone to negotiate release of any unused vouchers. If there are no tags remaining in any of these categories, it is acceptable to book hunters who have acquired their own tags from the non-outfitted pool. It will be necessary to have these tags validated by the IOGLB, if the tags are purchased prior to August 1.

6. What is the process for converting non-outfitted tags to allocated tags in restricted zones before an outfitter has used all of his allocation?

It is simple. Present the non-resident tag and a voucher to the regional IDFG office.

7. How can I access unused allocated tag vouchers returned by outfitters in my zone?

When your individual allocation is sold out and it is still prior to the IOGLB turn-in date, you should; FIRST, contact other outfitters in your zone to see if they can release vouchers to you; SECOND, you can access surrendered vouchers by contacting the IOGLB. Guidelines for exchanging vouchers between willing outfitters will be provided at

the time of initial voucher distribution. If there are no vouchers available at the time, a voucher waiting list will be established chronologically.

8. Is there a limit to the number of allocated tag vouchers I can get from zone tags returned to the IOGLB?

Depending on circumstances (high demand, limited number, etc.), the IOGLB may limit the number of vouchers an outfitter can obtain per request.

9. What access do I have to unused nonresident allocated tags returned to IDFG on August 1?

Resident and/or Non-Resident will have access through IDFG headquarters in Boise on a first-come, first-served basis. Contact IDFG Licensing at (208) 334-3717 for more information.

10. What do I do about residents who want to hunt with me?

You can also book resident hunters and assure them a tag using the allocation system. Present their name and license number, along with a voucher to the regional IDFG office, prior to August 1, and the tag will then be credited toward your use. If after August 1, or if the zone allocation is sold out, resident tags will not need to be validated. However, they will not be credited toward your use record.

11. What would cause an outfitter's allocation to change?

There are a number of factors that can change your allocation. They include, but may not be limited to the following:

- A reduction or increase by the Idaho Fish and Game Commission/Department of overall tags in a zone.
- An action taken by the IOGLB due to abuse by an individual of the tag allocation system.

12. What does the Board consider "abuse of the system?"

Any intentional act designed to obtain tags outside the guidelines established by the Board. These incidents will be handled on a case-by-case basis.

Disclaimer: Idaho Department of Fish and Game Rules are reviewed annually and are subject to change.

IDAHO ADMINISTRATIVE CODE
Department of Fish and Game

IDAPA 13.01.04
Rules Governing Licensing

500. NONRESIDENT DEER AND ELK TAG OUTFITTER SET-ASIDE.

01. Tags. The following number of nonresident deer tags and nonresident elk tags shall annually be set aside and reserved for sale to persons who have entered into an agreement to utilize the services of an outfitter who is licensed under Chapter 21, Title 36, Idaho Code. For the each Hunting Season: (3-20-04)

- a. One thousand nine hundred (1,900) deer tags (regular or Clearwater); (7-1-99)
- b. Eighty-five (85) S.E. Idaho Area deer tags; (3-20-04)
- c. Two thousand four hundred (2,400) elk tags (A or B tags for all zones; (3-20-04)

02. Restrictions. These tags shall be sold on a first-come, first-serve basis through June 30 of each year. Application for purchase of these tags shall be made by the outfitter for the nonresident on a form prescribed by the Department. The application shall be accompanied by the appropriate license fees and a certification by the outfitter that the nonresident hunter has a contract to hunt with the outfitter making application. (7-1-93)

03. Unsold Tags. Any tags not sold by July 1 of each year shall be sold by the Department to nonresidents on a first-come, first serve basis. If there is a waiting list of individuals desiring a tag for the species available, those individuals will be first served. Application shall be made only to the Headquarters office of the Department of Fish and Game in Boise, Idaho. (7-1-99)

501. -- 504. (RESERVED).

505. DEER AND ELK TAG ALLOCATION.

01. Allocation Of Tags. Pursuant to Idaho Code, Section 36-408(d), the Fish and Game Commission may allocate a number of deer and/or elk tags for use by hunters with signed agreements with licensed outfitters in zones with limited numbers of tags. The allocation will be calculated on a zone basis with reductions or increases in hunting opportunities to be proportionate among resident hunters, nonoutfitted nonresident hunters, and outfitted hunters. When the number of hunters in a general hunt unit or zone becomes restricted, the Department will calculate the initial number of allocated tags for each zone using the Idaho Outfitters and Guides Licensing Board's records of average historic use during the previous five (5) year period. Where it is biologically feasible, any reductions in the number of tags available within a zone which exceeds twenty percent (20%) will be spread over a three (3) year period with a maximum reduction of fifty percent (50%) taken in the first year and twenty-five percent (25%) in the second year. When an area becomes controlled, hunt application and eligibility rules will apply to allocated tags in controlled hunts. Only those units or zones with licensed outfitted areas with historic use will be considered for tag allocation. (7-1-99)

02. Controlled Hunt Areas. Only those controlled hunt areas existing prior to 1998 with historic licensed deer and/or elk outfitted area(s) may be considered for a tag/permit allocation. (3-30-01)

a. The number of allocated tags will be subtracted from the number of tags authorized by the Commission within each controlled hunt area with historic licensed deer and/or elk outfitter areas. (3-30-01)

b. Successful allocated controlled hunt applicants must use the services of an Idaho licensed outfitter. (3-30-01)

c. Successful applicants who do not want to participate in the outfitted hunt can decline the hunt upon written notification to the department. Those declining the hunt will then be eligible to participate in a general season or leftover controlled hunt. Those drawing an outfitted controlled hunt and then declining the controlled hunt will be subject to the appropriate waiting period. (5-3-03)

d. Successful applicants that do not secure the services of an Idaho licensed outfitter and have not purchased the controlled hunt permit and tag by August 20 will forfeit the opportunity to purchase a controlled hunt permit. The forfeited controlled hunt permit will then be listed as a leftover permit. The department will inform the Idaho Outfitters and Guides Board that a permit is available. After securing a client, the outfitter(s) may then purchase the leftover controlled hunt permit at a department regional or headquarters office. (5-3-03)

e. The number of allocated tag/permits will be determined by using one (1) of the following options: (3-30-01)

i. The number of allocated tags available within the controlled hunt area will be based on a variable scale depending on the number of tags established by the Fish and Game Commission: less than fifty-one (51) tags = zero percent (0%); fifty-one (51) or more tags = maximum of three percent (3%); or (7-1-99)

ii. The number of tags available within the controlled hunt area will be based on the average historic use during the previous five (5) year period and calculated tag numbers will be rounded up when permits equal or exceed zero point six (0.6) and rounded down when permits are less than zero point six (0.6); or (3-30-01)

iii. No tags will be allocated. (7-1-99)

f. Applicants who apply for an outfitter controlled hunt by their application authorize the Department to provide their names and addresses only to those outfitters licensed for that controlled hunt and only if they are successful in drawing a permit for that controlled hunt. (3-30-01)

03. Controlled Hunts Or Hunts With Limited Hunting Opportunities Established After 1997. Controlled hunts or hunts with limited hunting opportunities established after 1997, with historic licensed deer and/or elk outfitted areas, may be considered for allocated tags. The number of tags will be determined by the Fish and Game Commission using Subsections 505.02.c.i., 505.02.c.ii., and 505.02.c.iii. (3-30-01)

506. DEER AND ELK OUTFITTER ALLOCATED TAG.

01. Allocated Tags. Deer and elk tags shall annually be allocated for sale to persons who have entered into a signed agreement to utilize the services of an outfitter who is licensed in that zone under Title 36, Chapter 21, Idaho Code. (3-20-04)

02. Distribution Of Allocated Tags. Allocated tags shall be sold by the Department, as designated by IDAPA 25.01.01, "Rules of Idaho Outfitters and Guides Licensing Board," Section 057, to hunters with signed agreements with licensed outfitters in those zones with a cap on the number of tags sold. In zones where resident and nonresident deer and/or elk tags are issued by lottery, allocated tags will be issued by lottery. Application for the purchase of allocated tags shall be made by the outfitter for the hunter on a form prescribed by the Department. The application shall be accompanied by the appropriate license fees and a certification by the outfitter that the hunter has a signed agreement to hunt with the outfitter making application. (7-1-99)

03. Designated Buyers. Purchasers of allocation tags who return their unused tag and a notarized affidavit stating that the tag buyer has not hunted may designate another person to purchase a replacement tag. If the original buyer does not make a designation, the outfitter may make the designation. The designated buyer must pay the regular fee for the replacement tag. (7-1-99)

04. Unsold Tags. Any allocation tags not sold by August 1 of each year shall be sold by the Department through a waiting list methodology. (3-20-04)

507. -- 599.(RESERVED).

600. NONRESIDENT DEER AND ELK TAG QUOTAS.

01. Tag Quotas. The following number of deer tags and elk tags shall be set aside annually and reserved for sale to nonresidents: (3-20-97)

- a. Twelve thousand eight hundred (12,800) regular or Clearwater deer tags;(4-6-05)
- b. Twelve thousand eight hundred fifteen (12,815) A or B elk tags for all zones;(3-20-04)
- c. One thousand two hundred (1,200) S.E. Idaho area Deer tags. (7-1-98)

02. Exceptions. Sales of nonresident deer and elk tags to the following persons shall not be counted in the quota: (7-1-93)

a. Unqualified Residents: Persons who have moved into Idaho and by notarized affidavit show proof of their intent to become bona fide Idaho residents but are not yet qualified to purchase a resident license. (7-1-93)

b. Designated Buyers: Nonresident tag buyers who return their unused nonresident deer or elk tag and a notarized affidavit stating that the tag buyer has not hunted may designate another nonresident to purchase an additional tag. If the original buyer does not make a designation and has retained an outfitter or guide, the outfitter or guide may make the designation. The designated buyer must pay the regular fee for the replacement tag. If no designation is made by either the original buyer or the outfitter or guide, the Department may sell the replacement tag on a first-come, first-serve basis. (7-1-93)

c. Successful nonresident controlled hunt applicants who have not purchased a tag as of the date of the controlled hunt drawing. (7-1-93)

d. Junior mentored tag holders. (3-20-04)

03. Refunds. The fee for any nonresident license (as defined in I.C. 36-202(z)) shall not be refunded for any reason except as follows. (7-1-98)

a. Hunting license and general season deer and elk tag refunds due to death, illness/injury or military deployment of licensee. Non-resident general season deer or elk tag fees and prerequisite hunting license fee and controlled hunt deer and elk tag fees may be refunded for death of licensee; illness or injury of licensee which totally disabled the licensee for the entire length of any applicable hunting season; or military deployment of licensee due to an armed conflict. Refund must be substantiated by death certificate, published obituary, written justification by a licensed medical doctor, copy of military orders, or other similar substantiating documents. The hunting license fee will not be refunded if it was used to apply for any controlled hunt or to purchase a turkey, mountain lion, or bear tag. The amount refunded will be the amount of the applicable deer or elk tag and hunting license less all issuance fees and a fifty-dollar (\$50) processing fee. The refund request must be postmarked on or before December 31 of the calendar year in which the license and tags were valid. (4-6-05)

b. General season and controlled hunt deer and elk tag refunds for other than

death, illness/injury, or military deployment of licensee. Non-resident general season and controlled hunt deer or elk tag fees may be refunded for any reason other than death of the licensee; illness or injury of licensee which totally disables the licensee for the entire length of all applicable seasons; or military deployment of licensee due to an armed conflict. The request for the refund must be postmarked in the year in which the tag is valid. The hunting license fee will not be refunded. The refund will be based on the following sliding scale as a percent of the deer or elk tag fee.

Postmarked	Percent of Fee Refunded
Before April 1	75%
In April through June	50%
In July and August	25%
September through October	0%

(4-6-05)

c. Department Error. The department determines that a department employee made an error in the issuance of the license. (7-1-98)

d. Submission Requirements. All refund requests must be in writing and be accompanied with the original copy of the license or tag. (7-1-98)

e. Effective. These changes will be effective with the 1997 licenses and tags. (7-1-98)

04. Sale Of Unsold Nonresident Deer And Elk Tags To Residents. Any unsold nonresident deer or elk tags may be sold to residents and to nonresidents as a second tag, at the nonresident deer or elk tag price, beginning September 1. All privileges and restrictions associated with the use of the nonresident deer or elk tag will apply equally to residents who purchase a nonresident deer or elk tag. (3-15-02)

05. S.E. Idaho License/Tag Application And Drawing. (3-20-04)

a. Nonresidents must submit application to the Idaho Department of Fish and Game headquarters license section to be eligible to receive an Idaho S.E. deer tag. The application period will be for the two (2) consecutive months from December 1 through January 31, and received by the license section no later than February 5 for the current year's license. The Idaho Department of Fish and Game is not responsible for lost or late applications. (3-20-04)

b. Applications must be submitted on a department-approved form. (3-20-04)

c. Only those eligible to purchase an Idaho hunting license at the time of application are eligible to apply for the S.E. deer tag. (3-20-04)

d. A nonrefundable application fee of six dollars and fifty cents (\$6.50) must be submitted with the application. (3-20-04)

e. At the time of application, the applicant must submit the nonrefundable application fee, the hunting license fees (if applicable), and the fees for the S.E. deer tag. Those successful in the drawing will receive the appropriate hunting license (if applicable) and the S.E. deer tag. Those who are unsuccessful will receive a refund of the license fee (if applicable) and the S.E. deer tag fees. (3-20-04)

f. Group applications may be submitted. A group application may consist of up to four (4) individuals. All required information must be submitted in the same envelope to be

considered as a group application. If a group application is selected in the random drawing, then each applicant will receive a hunting license (if applicable) and a S.E. deer tag. (3-20-04)

g. Applications received after the deadline will be processed through the drawing but will be ineligible to draw. The appropriate license and tag fees will be refunded. (3-20-04)

h. Applications with insufficient fees will be processed through the drawing but will be ineligible to draw. The appropriate license and tag fees will be refunded (if applicable). (3-20-04)

i. Computer drawing: To ensure fairness to all applicants, the drawing will be conducted using the existing department controlled hunt drawing processes. A random computer selection will determine successful applicants. If the applicant is successful, the license (if applicable) and deer tag will be issued and mailed to the customer within fifteen (15) days of the drawing date. License (if applicable) and tag fees will be refunded to unsuccessful applicants in the form of a state warrant. All refunds will be issued in the name of the applicant, regardless of who submitted the original payment for the application. (3-20-04)

j. Those applying for the S.E. deer tag will not affect their ability to apply for controlled hunts. (3-20-04)

k. Those unsuccessful in drawing a S.E. deer tag will be placed on a waiting list randomly in case the department receives returned unused tags for refunds or controlled hunt exchanges. These tags will be sold to the individuals on the list in order of standing on the waiting list. (3-20-04)

l. All other existing refund rules apply to those who have successfully drawn and have been issued the S.E. Idaho deer tag. (3-20-04)

601. ELK ZONE TAG QUOTAS.

Zone	Units	Total Tags	General Resident Tags	General Nonresident Tags	Outfitter Allocation
Lolo B Tags	10,12	1600	1008	356	236
Selway B Tags	16A, 17, 19, 20	1255	565	334	356
Middle Fork A Tags	20A, 26, 27	1551	1168	174	209
Middle Fork B Tags	20A, 26, 27	1636	925	267	444
Boise River B Tags	39	3,300	3,013	269	18

(3-15-02)

602. SPECIAL OPERATION IRAQI FREEDOM REFUND AND RAIN CHECK.

01. 2004 Special Refund and Rain Check Rule. This special refund and rain check rule applies only to the 2004 hunting season. Because of military deployment to Operation Iraqi Freedom, some hunters will be unable to hunt big game animals for which they purchased tags in the state of Idaho. (4-6-05)

02. 2005 Special Refund And Rain Check Eligibility. Hunters who have purchased tags and who can show in good faith they could not participate in hunting activities due to military deployment for Operation Iraqi Freedom will be eligible for a refund or rain check for

license and tags for the 2005 hunting season as outlined in this rule. (4-6-05)

03. General Season Tag. Holders of a general season tag for deer or elk may request: (3-20-04)

a. A refund of the hunting license and tag fee; (3-20-04)

b. A rain check for a hunting license and same tag for the 2005 hunting season; or (4-6-05)

c. An exchange in 2004 for a tag in another zone or area so long as tags are available in that area or zone. (4-6-05)

04. Controlled Hunt Permit And Tag. Holders of a controlled hunt permit and tag for deer, elk, or antelope may request: (3-20-04)

a. A refund of the hunting license, controlled hunt permit, and tag fee; (3-20-04)

b. A rain check for a hunting license, controlled hunt permit, and tag for the same controlled hunt in the 2005 hunting season; or (4-6-05)

c. An exchange in 2004 for a hunting license and a general season tag in another zone or area so long as tags are available in that area or zone. (4-6-05)

05. Nonresident Bear Or Mountain Lion Tags. Holders of nonresident bear or mountain lion tags may request: (3-20-04)

a. A refund of the hunting license and tag fee; or (3-20-04)

b. A rain check for a hunting license and tag for the 2005 hunting season. (4-6-05)

06. Moose, Bighorn Sheep, Or Mountain Goat Controlled Hunt Permits. Holders of moose, bighorn sheep, or mountain goat controlled hunt permits may request: (3-20-04)

a. A refund of the hunting license, controlled hunt permit, and controlled hunting tag fee; or (3-20-04)

b. A rain check for a hunting license, controlled hunt permit, and controlled hunt tag for the 2005 hunting season. (4-6-05)

07. Ineligible To Request Tag Or Permit Refund Or Rain Check. If the person hunts a species of wildlife before requesting a refund or rain check, then the tag or permit fee for that species will not be refunded or eligible for a rain check for the 2005 season. (4-6-05)

08. Ineligible To Request License Fee Refund Or Rain Check. If the person hunts for any species during the 2004 season before requesting a refund or rain check, then the hunting license fee will not be refunded or eligible for a rain check for the 2005 season. (4-6-05)

09. Rain Check Requests Must Be For Same Species. All rain check requests must be made for the same species. For example, a deer tag will not be eligible for a rain check of an elk tag in the 2004 season. (3-20-04)

10. Refunds Will Be For The Amount Paid. All refunds will be for the amount the person paid for the hunting license or tag. (3-20-04)

11. Use Of Department-Approved Form For Rain Check or Refund Request. Resident and nonresident military personnel who have purchased general season tags or controlled hunt tags and are unable to participate in any hunting activities due to military deployment must submit a request for a refund or rain check on the department-approved form (found on Idaho Fish and Game website www2.state.id.us/fishgame) by January 1, 2005, along with a copy of their deployment papers, or a letter from their commanding officers stating the

dates the individual was deployed for duty in Operation Iraqi Freedom. Those requests received after this date will not be eligible for the special refund or rain check. (4-6-05)

603. -- 699.(RESERVED).